

ADDENDUM #2

State of Utah Department of Workforce Services
Request for Grant Applications
Out-of-Wedlock Pregnancy Prevention

Pre-Proposal Meeting Minutes

This Addendum to the Out-of-Wedlock Pregnancy Prevention Grant contains the minutes to the pre-proposal conferences held at the following times and places:

Pre-proposal Conference DWS Central Region Administration Office 1385 South State Street Salt Lake City, UT 84115	Monday June 12, 2006 2:00 PM Room 157A
Pre-proposal Conference DWS North Ogden Regional Center 2540 Washington Boulevard Ogden, Utah 84401	Wednesday June 14, 2006 10:00 AM Conference Room "B" 2 nd Floor
Pre-proposal Conference Price Employment Center 475 West Price River Drive, Suite 300 Price, UT 84501	Friday June 16, 2006 11:00 AM

Agenda

June 12, 2006

Salt Lake City

Out-of-Wedlock Pregnancy Prevention

Welcome and Response Format – Gillian Johns–Young

With apologies from Elizabeth, she has a family emergency. Emails should be sent to both Elizabeth <mailto:ebailey-durst@utah.gov> and Gillian, gjyoung@utah.gov to ensure prompt response.

If your organization is an ecumenical or faith–base detail that on the Grant Application Cover Sheet. When submitting the proposal response you will be required to complete the cover sheet, sign the Code of Conduct, Attachment B and the Disclosure of Information, Attachment C. You will be required to certify adherence of the grant terms and conditions.

The grant will be a multi– award with grants being awarded to programs of \$15,000 and up.

Funds being used are Temporary Assistance for Needy Families (TANF). Single parents very directly affect this program. The State of Utah has been commissioned to reduce teen pregnancies by 20% by 2015.

The Department will be funding existing programs not new.

- Emphasize male and female rolls
- 15-18 age group
- post high school to 23 year olds.
- Cultural diversity

Length of contract is for one year from October 2006 to September 2007. The contract may have three to four one-year renewals. The Department has the right to choose and reject proposals.

Should you be rejected, it may enhance your grant writing to request a debriefing. A letter or email is required if you are questioning the rejection. A selection committee will choose awardees. Attachment F has the criteria for scoring.

Your financial people need to read and be aware of the limitations of Federal OMB Circular A87. This is federal money - you will be audited to this OMB.

If this is not a program for you, if you think that there is anyone else in your community at large, let them know and have them contact us. This is not a competitive bid - this is a community enhancement.

Time line for RFP:

Application submission– Thursday July 13, 2006 @ 5:00 p.m.

Grant evaluation – Week of July 17, 2006

Oral Presentations – Week of July 31, 2006

Grant Award – Week of August 7, 2006

Any activity before the submission will be posted online at <http://jobs.utah.gov> Information and Services tab, “What’s New” and everyone should have received an email regarding changes.

If you have a copy of your curriculum, provide this information to the Department.

Salaries and employment information are not protected categories.

Keep your information simple.

Problem statement should be one page and ensure goals and strategies correlate with the problem page and the program delivery.

Attach budget form with narrative. If you are a government agency, a cognizant-agency letter of certification of your indirect costs must be included.

Program Issue – Rochelle Mills

Rest of the US is looking at a reduction of 30% in the next 5 years.

Program is explanatory. TANF goals are to reduce out of wedlock pregnancies. There are many myths about what can be taught in Utah schools and how. This allows us to teach contraceptive and STD’s. Our focus is on a specific age group for UT. Jeff Wojtech, the sexuality program specialist has information on this and the parental consent.

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School Instruction and Human Sexuality. 2. Definitions: Utah State Board of Education R277-474-1. 2.01. “Board” means the Utah State Board of Education ...
www.slc.k12.ut.us/board/policies/Instruction/IGAH-R.pdf - Similar pages
2. [PDF] G:\HEALTH\2006\HEALTH & PE\HUMAN SEXUALITY\Utah State Office of ...File Format: PDF/Adobe Acrobat - View as HTML
Utah State Office of Education. 2005- 2006. Parent/Guardian Consent Form. Human Sexuality Instruction. Course:_____ ...
www.schools.utah.gov/curr/pe_health/consent/English.pdf -

Curricula and programs should be targeted to 15-18 years or 9th-12th grades. If there are a youths who don’t meet the age range but are in the 9th they are still able to attend. The 18-23 age group focus is for repeat pregnancies. Your program needs to have classes for both males and females. They don’t necessarily need to be co-ed. We need youth to be taught about the long-term and short-term risks, health, financial, etc aspects. “What is the rest of their life going to be like when these changes take place?” Peer mentoring is highly encouraged. For more statistics and current trends, www.teenpregnancy.org.

May is National teen Prevention month. It is required of the grant to have some activity during this month representing this subject.

The Department will evaluate how many youth serviced, cost and number of youth the program is targeted to serve. What is your effective rate? Health statistics. The Department of Health will be able provide specific statistics for your region. This information needs to be distributed on the website for those who are interested in the proposals.

Financial Issue – Jeff Lesueur

Attachment page 11, financial reporting:

General requirements:

If you are getting less than 10K, you are not required to submit anything. However, all non-profits who get more that 50% of their income from government funds are required to submit to the State Auditor's office but have no other requirements.

All grantees must follow Federal standards. Go to the web page provided, Attachment F. All the reporting requirements and monitoring requirements will be explained in depth at the grant orientation to be scheduled after grant award.

Attachment F- Pg 12 #5 Auditing standards:

If you are a government agency, you will need to provide an independent audit for revenues that are over 50% of 350K. If you only have the review, this will be needed. This will be needed with the award.

Deadlines. Bill quarterly 25 days after the services quarter. Grantees should bill the Department for ¼ of the grant. The Department will still require the details of expenditures. Follow the financial form that is included with the grant.

Administrative and indirect costs are going to be the same in this case because there is no program eligibility determination. TANF has a 15% cap on administrative costs. All questions regarding budgeting must go through Elizabeth and Gill for posting reasons.

Questions & Answers:

Question: Program-existing programs, can they be expanded?

Answer: Yes

Question: What is expected as an appropriate costs per individual?

Answer: We cannot tell you it will be up to your program, however, the Department would like the program to have outcomes with youth and a strategy to deliver services to the youth. A proposal to fund advertising with no program outcomes may not be funded. Additionally the Department may not fund a program that is top heavy in administration expenses.

Question: What is the total money that is available?

Answer: There is not a set amount of funds but last year we had a budget of approximately \$394,000.

Question: Clarification of administration of costs, are salaries included in this?

Answer: For the program specialist or anyone delivering services to the youth that are considered a program cost. Salaries for those who do not provide services to the clients are considered administration.

Question: If we have two proposals that we would like you to fund do we do a separate grant for each?

Answer: No, it would be better to create options within one grant detailing the problem statement, program delivery and budget separately. Chances are the Executive summary and the goals would remain the same.

Pre-Proposal Agenda

June 14, 2006

Out-of-Wedlock Pregnancy Prevention

Welcome and Response Format – Gillian Johns–Young

This grant will have flow-down provisions for the grantee and their subcontractors. All emails should be sent to Gill, gjyoung@utah.gov and Elizabeth ebailey-durst@utah.gov. All changes and updates to the grant will be posted at www.jobs.utah.gov, there will be an addendum for this pre-proposal meeting. Minutes will have a posting of all questions on next Tuesday.

Grant Cover sheet Application form needs to be filled out with all detail, sign the Code of Conduct, Attachment B as well as Disclosure of Information, Attachment C. On the cover sheet detail if your organization is ecumenical or faith based.

This is a multi award grant. Intentions are to provide for as many existing programs as possible throughout the State. This means that if you have a shortfall on your funding, you can enhance existing programs.

The Department will be funding existing programs not new.

- Emphasize male and female rolls
- 15-18 age group
- Post high school to 23 year olds.
- Cultural diversity

Most of the single parents are eligible for TANF funding. This program is to help take them off the funding by training and assisting them. The State of Utah has been commissioned to reduce teen pregnancies by 20% by 2015.

If you do not have an existing program with these criteria and your program will qualify, pass this information on to someone else in your extended community that you think can benefit.

This contract will be for one year with four one-year renewals. Should there be funding issues with the Federal TANF Grant, the Department will notify you within 90 days of any funding change.

The Department has the right to reject and accept those applications that we receive. Should you be rejected, it may enhance your grant writing to request a debriefing. A letter or email is required if you are questioning the rejection. A selection committee will choose those awardees. Attachment F has the criteria for scoring. The Department's executive director is the final.

Administrative costs need to be no more than 15% of your program costs.

This is a reimbursable contract and billing will be funded on a quarterly basis. Your financial people need to read and be aware of the limitations of OMB Circular A87. This is federal money - you will be audited to this OMB.

Time line for RFP:

Application submission – Thursday July 13, 2006 @ 5:00 p.m.

Grant evaluation – Week of July 17, 2006

Oral Presentations – Week of July 31, 2006

Grant Award – Week of August 7, 2006

Grant will start on October 1, 2006.

There are limitations to the length of the contents on specific pages. Make sure that you have your budget information meet the requirements with a narrative attached. Program budget is the cost of services that is delivered to the youth and administration costs are cost that are not servicing the youth. We don't allow capital expenditures.

Program Issue – Rochelle Mills

Program is self-explanatory. TANF goals are to reduce Out of Wedlock pregnancies. There are many myths about what can be taught in Utah schools and how. This allows us to teach contraceptive and STD's. Our focus is on a specific age group for UT. Jeff Wojtech, the sexuality program specialist, has information on this and the parental consent.

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Rest of the US is looking at a reduction of 30% in the next 5 years. Here in UT we need to do 20% by 2015.

When you are writing your grant, assume our reviewers do not necessary know your program. Be sure you explain your points of interest. We will ask for statistics. Good resources for statistics, www.teenpregnancy.org, for current trends and regional specific statistics particular to Utah may be obtained from the Department of Health, Tim Lane STD Control programs tlane@utah.gov , www.health.utah.gov.

The youth pregnancies are going down, however, the Department has added the STD component because STD's are out of control in Utah.

We want to make sure the education of consequences is out there. What is acceptable for the schools has to have the parental consent component. Most teen mothers do not graduate from high school and second pregnancies are generational. You need to have young men involved. They do not need to be in the same group as the girls, but it is vital to teach them what their choices and consequences are. The Department would like to see peer mentoring. We would like to see parents involved, sending out a newsletter on a regular basis. Those who are in foster care need to have the approval from the legal guardian. One thing that is a requirement is for the national teen pregnancy month, which is in May. We will be holding a conference that you will need to attend if you are chosen to receive the grant. No cost to attend. We will want quarterly reports with statistical information on how your program is going. If someone has a program that is really working, we would like to share this information, best practices. Cost reimbursement will be timely. Background checks must be done. In your proposal, Attachment F, you will see the evaluators will do scoring. Those who are going to review the grant applications will be discussing the information in a forum to make sure that all the information is assessed.

You can have another entity involved to help meet the requirements of the grant. Make sure you really explain this information so that the review committee has all the information. Be creative in your solutions. If you have a program that is under 15K do not apply for this grant. See if you can partner with someone else who has programs that so that you both can meet the requirements. What every amount you ask for in your grant, make sure you can justify the cost. The Department will evaluate how many youth serviced, cost and number of youth the program is targeted to serve. What is your effective rate? Health statistics. We are not just teaching abstinence. School districts are having problems. What is true is that in every school district you can teach contraceptives. It is broader than you think it is. It depends on the school districts and who is on the school board.

Financial Issue – Jeff Lesueur

If you want to refer to the financial on page 16 this talks about federal and state requirements, you are required to submit audit information. Refer to the website of the federal grants.

There is an administrative cap on the cost to 15%. Indirect costs are always considered administrative. Administrative and indirect costs are going to be the same in this case because there is no program eligibility determination. TANF has a 15% cap on administrative costs.

All questions regarding budgeting must go through Elizabeth and Gill for posting reasons. With this grant most of your costs are going to be program costs. When you submit your billings they should follow the budgeting format. You need to make sure that we have names and positions of the people who are administrating the program.

Deadlines:

Bill quarterly 25 days after the services quarter. Grantees should bill the Department for ¼ of the grant. The Department will still require having the details of expenditures. Follow the financial form that is included with the grant.

Quarterly reports are due within the 30 days after the end of the quarter.

Grant monitoring will be looked at during the term of the grant. Documentation is required with the costs.

Questions & Answers:

Question: If you have a current program and it did not meet requirements, and you would like to enhance it can we change the program to meet the needed requirements?

Answer: Yes

Question: Where is the grant applications and information located?

Answer: jobs.utah.gov the Information and Services tab select “What’s New“

Question: It is our experience that this age group is too late to try to teach.

Answer: The Department made a decision that we will concentrate our resources for this older age group because there are several very good and well-funded programs for the younger youth.

Question: This program will not help with one of the clients we have that is 13 years old and mother.

Answer: The Department encourages those under the age limit can go to the Boy’s and Girl’s Club in your area has a program to serve them. Inquire about their program “Act up, smart”. Your contract is Misty Ray in the South Valley Boy’s and Girl’s Club.

Question: Do you have a program that involves the parents? Does the program have information regarding STD’s and pregnancy controls? Most school districts will not allow that.

Answer: We do realize that is a very big issue that requires parent consent. The recommendations are to use the resource of Jeff Wojtech, the sexuality program specialist at the Department of Education and Tim Lane at the Department of Health. Tim has curricula and that can be taught by the Department of Health, speak with him.

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Program Issue – Rochelle Mills

Make clear that ages 15-18 that those that are enrolled in 9-12 grades are still qualified. There needs to be boys and girls in the program, but they don't need to be in the same classes. Statically 84 % of teen mothers do not graduate from high school. Rest of the US is looking at a reduction of 30% in the next 5 years. Here in UT we need to do 20% by 2015. This is also a generational issue. STD's in Utah have increased. The documented cases of Chlamydia are more than the flu. We are reducing the teen pregnancy rate. However, other forms of sexual activity are looked at as not having sex.

Reviewers are going to be people who are experience in the field but do not assume they know anything about your program, be specific and keep it simple. Go over and be very clear and concise. Attachment F is the document the evaluators will use to evaluate your program.

These activities can be classes, seminars, etc. What are your programs doing well regarding issues: health, mental and financial? Short and long term risks of making unsafe choices. A program that I have reviewed asked althea participants "Imagine you are going to run away from home, what are you going to take with you. Where are you going to work? You need to provide for yourself if you get pregnant. Do you know you get pregnant and how to avoid it? "

There are any myths about what can be taught in Utah schools and how. This allows us to teach contraceptive and STD's. Our focus is on a specific age group for UT. Jeff Wjotch, the sexuality program specialist has information on this and the parental consent.

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www.slc.k12.ut.us/board/policies/Instruction/IGAH-R.pdf - Similar pages

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Course:_____.

www.schools.utah.gov/curr/pe_health/consent/English.pdf -

You can teach concept of contraceptives if it is about a healthy marriage.

You need to have the parents involved. It can be newsletters, etc. They are the ultimate mentors for their children. Good resources for statistics,

www.teenpregnancy.org, for current trends and regional specific statistics particular to Utah may be obtained from the Department of Health, Tim Lane STD Control programs tlane@utah.gov , www.health.utah.gov.

The one thing that you will need to do, the national teen prevention month is in May and you will need to have some type of activity that month.

There will be one conference per year, which is available for teens and employees in the program. It is a requirement that you attend. There is no cost for that. Your travel will be your responsibility.

We are focusing on culturally diverse population. Don't just say culturally diverse. Make sure you explain what you are doing. There is an orientation conference for those who are awarded the grant. You will need to attend.

We want to know how you are going to reach these people. Does your program teach parent and child to have conversations? We want to see consistent use of contraceptives. Are your goals realistic? Each school districts' opinion is different. Tell us your challenges in your response. This will help us in the evaluation to make decisions.

Financial Issue – Jeff Lesueur

There is a financial attachment to the RFG. There is a table on page 16 that goes over federal, state and the Department auditing requirements. If you receive more the \$500,000 in federal funds, you will need to attach an individual audit. If you are a government agency there is a single audit requirement. All other requirements are in the packet give a web site, this grant governed by OMB Circular A133, specifically for the TANF grant and one of the 4 state priorities of the TANF program is to reduce unwed pregnancy. There is a cap on administrative cost of 15%. You won't have too many problems with that. Most of your costs are going to be program costs. Rent, utilities, mgmt cost will be administrative. In Attachment D, there is a budget form we also need a narrative for the budget. Be clear how your expenses are going to be charged. If you are going to charge an indirect rate it will be in item 12. This can't exceed 15% cost of the total grant.

Attachment A, reporting L, Sections 2, number of youth, services, marketing, program costs, these are the costs that we are going to be looking at during the evaluation.

Allowable costs will be explained more during the orientations to those who receive the grants.

You will need to report the costs quarterly within 30 days. We will required more detail in the reports than in the past. In your budget, be clear and detailed as to what your program will do for the youth.

Questions & Answers:

Question: Is the application on the web?

Answer: Yes, at jobs.utah.gov the Information and Services tab. Select "What's New."

Question: Statistics to 23 year olds, how did you come about them?

Answer: A predominant statistics from the customers we serving are repeat pregnancy within this age range.

Question: This grant is starting to late in age, why?

Answer: The Department made a decision that we will concentrate our resources for this older age group because there are several very good and well-funded programs for the younger youth.

Question: Is there anything about out- of- state travel for training?

Answer: Put the training in youth response and the reason for the training, it will be up to the evaluation committee to fund the training or not.

Questions: Where can we find these statistics?

Answer: Teenpregnancy.org

Question: Where did the Department get the Statistics regarding STD's?

Answer: Teenpregnancy.org and the www.health.utah.gov

Question: - You are limiting the response maximum page length? If we attach a curriculum that will exceed the pages?

Answer: It would be appropriate to give us an executive summary of the curriculum and a day in the life of the curriculum.

Question: As a Community health organization contraceptives cannot be treating teens as per state. We are not treating we can only informing them. A parent's signature needs to be obtained, some of the teens wont participate because they are not connected to their parents, and this is cutting down the necessary attendance for those who need the assistance.

Answer: We have to have something from the parents that it is ok for the kids to be involved. We want to focus on STDs and unwed pregnancy. What the research has shown, parents want to teach those kids information but they do not know how. This

is why we need the parents involved. We need to raise this at a community level. STD's are out of control. Your community leaders can help with involvement. This will help stress the importance to the parents that their teens and parents get involved.

Question: Can we incorporate other programs with this program, like smoking cessation, no alcohol and drugs?

Answer: Yes, but you cannot spend the out-of wedlock funds for the other programs, there must be a delineations between these monies. You would have to be able to track the time and cost that are associated with the out of wedlock information. If this is a way to eliminate the parental consent component, we cannot disguise the information that is going to be provided to the teens.

Question: Does this include abstinence information?

Answer: You will need more than that. Studies have shown that abstinence is not working. Kids are stating that oral sex is not having sex. You will need to supply a sample curriculum. If you are teaching other information, you need to separate their time for each subject and study. Kids need to know how to protect themselves. When a child has an unplanned pregnancy the cost of raising that child becomes very costly to the taxpayers.

Question: How are the indirect costs and administrative costs different?

Answer: There may be some components that are different in administrative costs. Most of the time administrative is indirect costs.

Question: Is there a maximum award?

Answer: There is not specified maximum however; most of the grants for this program we have given are approximately \$100,000.00.